

## NONRESIDENT TRAINING COURSE



September 1992

# Journalist 1 & C

**NAVEDTRA 14129** 

Although the words "he," "him," and "his" are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

### NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY PENSACOLA, FLORIDA 32509-5000

November 1992

Errata #1

# Specific Instructions and Errata for Training Manual

#### JOURNALIST 1 & C

- 1. No attempt has been made to issue corrections for errors in typing, punctuation, etc.
- 2. <u>Training Manual</u>.

Cross out page 7-14 and insert replacement page 7-14 (reverse side of this errata).

Family, friends, squadron mates mourn loss of VT-4 instructor

A memorial service was held earlier this week at the Naval
Aviation Memorial Chapel for Lt. Thomas Douglas Waterbury. The VT-4 flight instructor was killed April 15, during
carrier operations in the Gulf of Mexico, approximately 70

Wiles Adm. Jack Fetterman and former Pensacola

Vice Adm. Jack Fetterman and former Pensacola

Vice Adm. Description of Pensacol



Serving the Cradle of Naval Aviation Pensacola, Florida

## Corry Station instructor picked as CNET SoY



James H. Handerson is precented with a plaque animany Meridian, Miss. Nesbitt is assign him CNET Sailor of the Year by Chief of Naval Air Training Commenced with a plaque animany Meridian, Miss. Nesbitt is assign him CNET Sailor of the Year, Petry Officer Henderson was selected as the Chief of Naval Education and Training Direct Represents Education and Training Direct Represents Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Chief of Naval Education and Training Direct Represents to the Section of the Year, Petry Petry Officer Henderson was selected as the Chief of Naval Education and Training Direct Represents to the Year, Petry Petry Officer Henderson was selected as the Chief of Naval Education and Training Direct Represents to the Year, Petry Petry Officer Henderson was selected as the Chief of Naval Education and Training Direct Represents to the Year, Petry Petry Officer Henderson was selected as the Chief of Naval Education and Training Direct Represents to the Year, Petry Petry Officer Henderson was selected as the Chief of Naval Education and Training Direct Represents to the Year, Petry Petry Officer Henderson was selected as the Chief of Naval Education and Training Direct Represents to the Year, Petry Petry Officer



### **PREFACE**

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

**THE COURSE**: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

**THE QUESTIONS**: The questions that appear in this course are designed to help you understand the material in the text.

**VALUE**: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

1992 Edition Prepared by JOC Dave Marr

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AND TECHNOLOGY CENTER

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## Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all."

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1. Public Affairs OfficeManagement
2. Public Affairs In Adverse News Situations
3. The Command Information Bureau
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9. Audience Surveys
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## **CREDITS**

The illustrations listed below are included in this edition of *Journalist 1 & C*, through the courtesy of the designated sources. Permission to use these illustrations is gratefully acknowledged. Permission to reproduce illustrations and other materials in this publication must be obtained from the source.

SOURCE	FIGURES	
Public Relations Quarterly	1-15	
Que Corporation, a division of Prentice Hall Computer Publishing	7-7	

#### INSTRUCTIONS FOR TAKING THE COURSE

#### **ASSIGNMENTS**

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

#### SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

#### SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

**Grading on the Internet:** Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

#### http://courses.cnet.navy.mil

**Grading by Mail:** When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000

Answer Sheets: All courses include one "scannable" answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

**Do not use answer sheet reproductions:** Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

#### **COMPLETION TIME**

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

#### PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. You may resubmit failed assignments only once. Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

#### **COMPLETION CONFIRMATION**

After successfully completing this course, you will receive a letter of completion.

#### **ERRATA**

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

#### http://www.advancement.cnet.navy.mil

#### STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

#### For subject matter questions:

E-mail: n313.products@cnet.navy.mil Phone: Comm: (850) 452-1001, Ext. 2169

DSN: 922-1001, Ext. 2169 FAX: (850) 452-1370 (Do not fax answer sheets.) Address: COMMANDING OFFICER

> NETPDTC (CODE N313) 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32509-5237

# For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil Phone: Toll Free: 877-264-8583

Address:

Comm: (850) 452-1511/1181/1859

DSN: 922-1511/1181/1859 FAX: (850) 452-1370 (Do not fax answer sheets.) COMMANDING OFFICER

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#### NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 15 points. These points will be credited in units, as follows:

Unit 1 - 12 points upon satisfactory completion of assignments 1 through 7.

Unit 2 - 3 points upon satisfactory completion of assignments 8 and 9.

(Refer to Administrative Procedures for Naval Reservists on Inactive Duty, BUPERSINST 1001.39, for more information about retirement points.)

#### **COURSE OBJECTIVES**

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: Public Affairs Office Management, Public Affairs in Adverse News Situations; The Command Information Bureau; Media Relations; Community Relations and Special Events; Speeches; Newspaper Staff Supervision; Broadcast Management; and Audience Surveys.

## **Student Comments**

Course Title:	Journalist 1 & C				
NAVEDTRA:	14129		Date:		
We need some in	formation about you:				
Rate/Rank and Nam	e:	SSN:	Command/Unit		
Street Address:		City:	State/FPO:	Zip	
Vour comments	suggestions ato:				

Your comments, suggestions, etc.:

Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.

NETPDTC 1550/41 (Rev 4-00)